Traveling Internationally—Quick Guide

**Items to Consider Before Traveling Internationally:**

- Plan carefully before you travel:
  - Obtain any prior approvals
  - Check the policies to see if anything has changed
  - To ensure the most economical travel, book the travel as far in advance as you can—at least 2 weeks out if possible
  - Know your funding sources and check your budget
  - If you have a University credit card, contact the bank and either Procurement Services or Accounts Payable to make arrangements for turning in documentation timely
  - If you use a personal credit card versus the University Procurement Card, reimbursements will not be processed until after the trip and all expenses can be accounted for
  - Reimbursement requests will be set for payment 10 calendar days after review in AP

- Complete an International Travel Form—information regarding this form can be found on the Center for Global Programs and Studies website

- Complete a Travel Advance form if you need to request advance funds. Advances are for cash expenses only. This request should be submitted at least 10 business days prior to departure

- You cannot seek a per diem and reimbursement for actual amounts of receipts for the same trip; therefore, you cannot use your Pcard, if you want a tax-free per diem for meals
  - [http://aoprals.state.gov/](http://aoprals.state.gov/) per diem rates by location

- Review the Travel Procedure, Schedule E, for non-reimbursable items

- Actual detailed hotel / lodging bills are required—the University does not allow per diems for lodging

**Items to Consider After You Return from an International Trip:**

- Any advance money not used should be repaid to the Cashier’s window in Reynolda Hall
- Any documentation not submitted within 60 days from date the expense was incurred or 30 days from return of trip, whichever is later, may be considered compensation

- All receipts in a foreign currency should be converted to US dollars
  - [www.exchangerate.com](http://www.exchangerate.com), or
  - [www.xe.com/ucc](http://www.xe.com/ucc)

- All receipts in a foreign language should be translated prior to submission to AP

- The documentation requirements defined in University policies and procedures should be followed
  - There are several useful quick guides relating to documentation and receipt requirements